DATE:		NVLAP LAB CODE:	

NATIONAL VOLUNTARY LABORATORY ACCREDITATION PROGRAM

ON-SITE ASSESSMENT – TEST METHOD REVIEW

Instructions to the Assessor:

During the on-site visit you will be required to assess the laboratory's ability to conduct the specific test methods for which it has applied for accreditation. In some cases, this will involve many test methods. You may not have sufficient time to perform an in-depth assessment of each method.

Use the attached sheets to indicate which test methods you assessed at the laboratory, and the extent of your assessment. Indicate whether you performed an **in-depth review**, including a full review of laboratory activities (i.e., sample control and preparation, procedure review, observation of actual testing, environmental control check, equipment review, calibration checks, record-keeping practices and report forms), OR that you **observed selected items** to determine that the laboratory demonstrated the ability to conduct the test.

Fill out the ON-SITE ASSESSMENT – TEST METHOD REVIEW SUMMARY by entering the test method designation. All test methods should be given the greatest depth of assessment that time and practicality allow. Indicate on the summary the DEPTH of the assessment for each test method you reviewed, using one of the symbols shown below:

    OT –   Observed Test
    EA –   Examined Apparatus
    W/TT – Walked/Talked Through
    LDP –   Listened to Description of Procedures.

Mark each one of the remaining categories as follows:

    X –   a nonconformity has been identified
    C –   a comment has been documented
    ✓ –   all requirements have been met.

All nonconformities must be accompanied by a comment.

Use the ON-SITE ASSESSMENT – TEST METHOD REVIEW COMMENTS AND NONCONFORMITIES sheet to comment on what you observed. Preface each comment with the test method designation to which the comment applies. Please be liberal with your comments so that NVLAP will have a good written record of your observations — the more information we have, the better the accreditation decision we can make.

Special Instructions:

DATE:

NVLAP LAB CODE:

National Voluntary Laboratory Accreditation Program (NVLAP)

ON-SITE ASSESSMENT – TEST METHOD REVIEW SUMMARY

Test Method Designation	Depth of Assessment*	Accommodation/ Environment	Equipment/ Reference Materials	Calibration	Test Method Procedures	Handling/ Prep. of Test Items	Test Reports	Other Considerations

*Use one of the following abbreviations: OT = Observed Test; EA = Examined Apparatus; W/TT = Walked/Talked Through; LDP = Listened to Description of Procedures

DATE:

NVLAP LAB CODE:

ON-SITE ASSESSMENT –
TEST METHOD REVIEW COMMENTS AND NONCONFORMITIES

Instructions to the Assessor: Use this sheet to document comments and nonconformities. For each, identify the appropriate item number. Identify comments with a "C" and non-conformities with an "X." If additional space is needed, make copies of this page or use additional blank sheets.

Test Method Designation	*Comments and/or Nonconformities as Noted on the On-Site Assessment – Test Method Review Summary*